

International Association of Campus Law Enforcement Administrators

Standards Manual Transition and Assessment Upgrade Guide

The International Association of Campus Law Enforcement Administrators (IACLEA) has updated the IACLEA Accreditation Standards Manual to a new edition. The IACLEA Accreditation Standards Manual, Second Edition, consists of several new, relocated, and deleted standards for both mandatory and elective standards. This resource will help you migrate your assessment to the latest version of the standards manual while maximizing the retention of your compliance documentation and highlights.

The purpose of this guide is to minimize questions for agencies who use PowerDMS to build their IACLEA assessments and who need to upgrade to the IACLEA Accreditation Standards Manual, Second Edition.

Please read the WARNING in this guide prior to updating your assessment to the IACLEA, Second Edition.

Table of Contents

Warning	1
Attachment Anchoring	2
Transitioning an Open IACLEA Assessment to the IACLEA, Second Edition	3
Opening a New Assessment in IACLEA, 2nd ed. for a New Accreditation Cycle	9

WARNING

Read these instructions **before** you upgrade your assessment to the new version of the manual!

The screenshot shows a document header for 'IACLEA 6/2021 - 6/2025' (IACLEA Accreditation Standards Manual - First Edition, Revision 4a). On the right side, there are two buttons: 'New Version Available' (with a red X over it) and 'Manage Assessment'. A callout box labeled 'Not Yet!' points to the 'New Version Available' button.

IT IS EXTREMELY IMPORTANT that you **DO NOT** navigate to your open IACLEA assessment and click the *New Version Available* button. While this action will be performed in the steps outlined in this guide, other protocols must be followed **prior** to this action. Failure to ensure you follow the steps (as outlined in the following pages) may result in losing the compliance documentation you have attached within your open assessment.

Before you transition your open IACLEA assessment to the IACLEA, Section Edition, you will need to ensure your compliance documentation is anchored to the standard statement **for each standard**. The rationale and steps to anchor attachments to the standards statement are outlined in the next section.

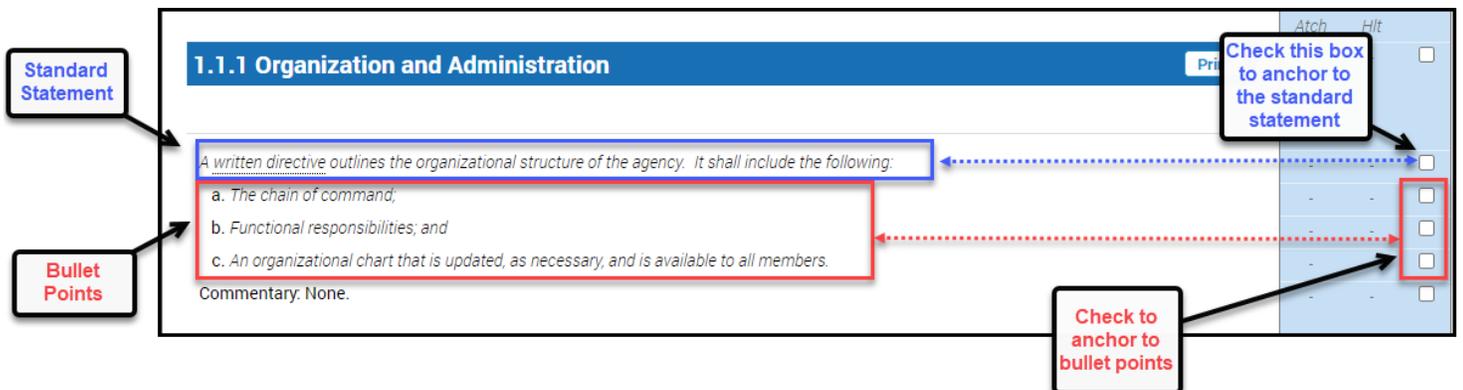
Attachment Anchoring

IACLEA has conducted a complete overhaul of the IACLEA Accreditation Standards Manual. These changes include newly added standards, deleted standards, relocation and/or rearrangement of standards, and renumbering of some standards.

Due to these changes to the IACLEA, Second Edition, PowerDMS recommends checking attachment anchoring prior to updating your current assessment to the newest version of the IACLEA Accreditation Standards Manual.

To check attachment anchoring:

1. Navigate to the standard
2. Edit the attachment using the pull-out menu located on the right side of the attachment
3. Ensure the checkbox adjacent to the standard statement is selected even if you have selected checkboxes adjacent to bullet points.
4. Click Save



IMPORTANT NOTE

If you have compliance documentation that is anchored to one or more bullet points, **it is a PowerDMS best practice to ALSO anchor your compliance documentation to the standard statement.**

One reason for anchoring attachments to the standard statement is to maximize the number of compliance documents that may be copied when the manual is updated. In other words...when the manual undergoes additional revisions resulting in changes to the standards or any of its bullet points (i.e., deleted or relocated to a different standard), you may lose those attachments when you upgrade to the newest version of the manual **IF** those attachments are **only** anchored to one or more bullet points and not the standard statement.

To ensure you retain the maximum number of attachments during a version upgrade, we recommend anchoring your attachments to the standard statement **IN ADDITION TO** any applicable bullet points.

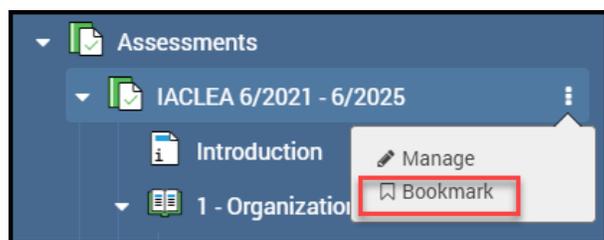
Transitioning an Open IACLEA Assessment to the IACLEA, Second Edition

If you already have an open assessment under IACLEA, First Edition, follow these steps to update to IACLEA, Second Edition with minimal loss of work you've done to your current assessment:

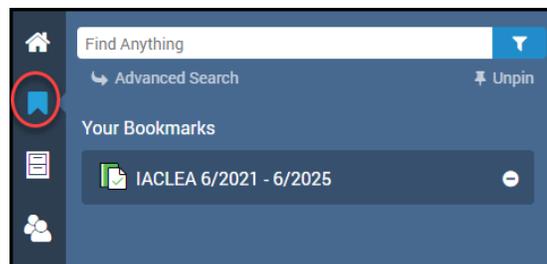
STEP 1: Bookmark your current assessment

This first step will place your current assessment in the bookmarks tab within the big blue menu and will allow you easy access to the assessment for step 2 below. To bookmark your assessment:

- a. Navigate to your assessment on the big blue menu
- b. Hover your cursor over the triple dot menu to the right of the assessment's name
- c. Select Bookmark



Your current assessment is now available to you in your bookmark tab.

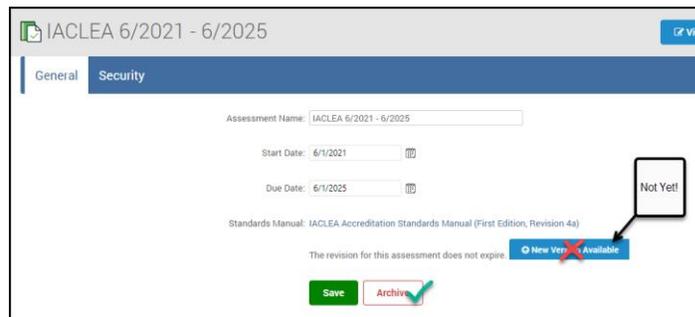


STEP 2: Archive your current assessment

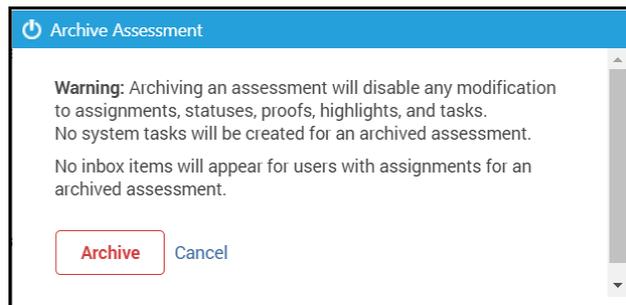
That's right! Archive your open assessment. Archiving your current assessment does two things. First, it preserves the work you have done on your current assessment. Second, it frees up your license so you can create a **copy** of your assessment for upgrading to the latest manual while maintaining the original assessment as **insurance**.

To archive your current assessment

- a. Navigate to your assessment
- b. Select  button in the upper right-hand corner of your assessment.
- c. On the **General** tab, click *Archive*



- d. Click Archive to confirm

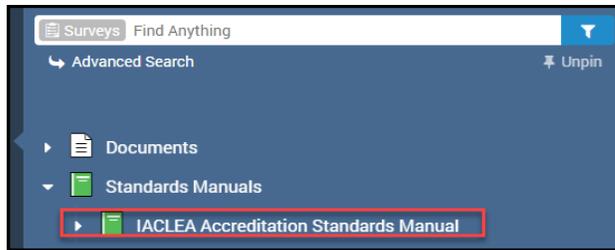


An archived assessment in PowerDMS is still accessible to you at any time. However, it does not show up in your active assessment list.

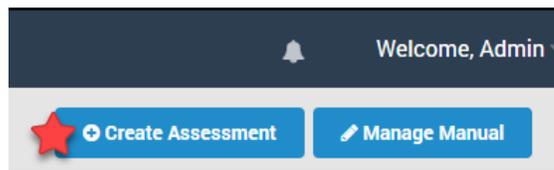
STEP 3: Create a **NEW** assessment using IACLEA, First Edition.

You may be thinking that I've made a mistake, "create a **New** assessment using the **IACLEA, First Edition?**" **But I didn't**...I want you to open a **NEW** assessment using the same version of the manual that you have been working in. In other words, the same version of the standards manual as the assessment we had you archive in step 1. *If, at any time, you are concerned about moving forward, stop and contact PowerDMS support to help you through (support@powerdms.com or 888-959-5158).*

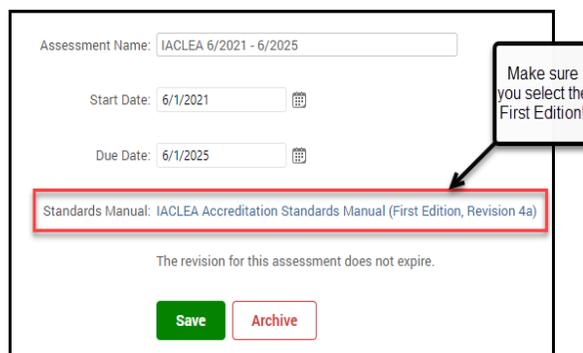
- a. Select the IACLEA standards manual from the blue menu under the Standards Manuals root.



b. Click Create Assessment in the upper right-hand corner of the page.



c. Complete the fields for the new assessment with the information from the archived assessment to include the same start date and end date. If you are unsure of that information, you can navigate to your bookmarks and see your archived assessment. You MUST use the drop-down menu to select the old version of the manual. *NOTE: IACLEA, Second Edition will appear in the field by default. Select the dropdown menu and select the IACLEA, First Edition version of the manual.*

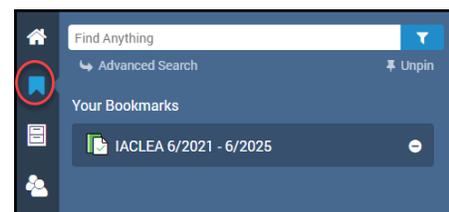


d. Then select your role. It is **extremely** important that you are assigned to the **SAME** role(s) in the new assessment as the archived assessment.

e. Click 

STEP 4: Access the Archived Assessment

Navigate to the archived assessment. To do this click on the bookmark icon to the left of the big blue menu and select the bookmarked assessment.

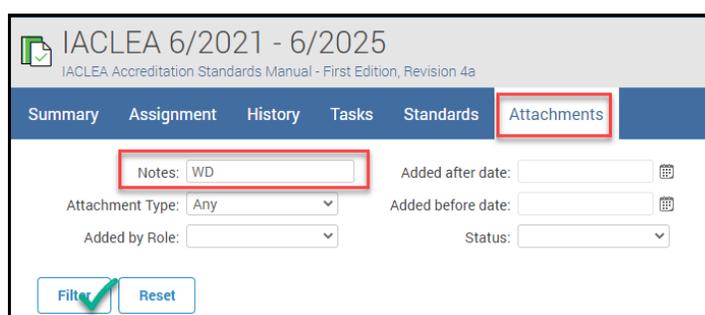


STEP 5: Copy Attachments to the **New Assessment from the Archived Assessment**

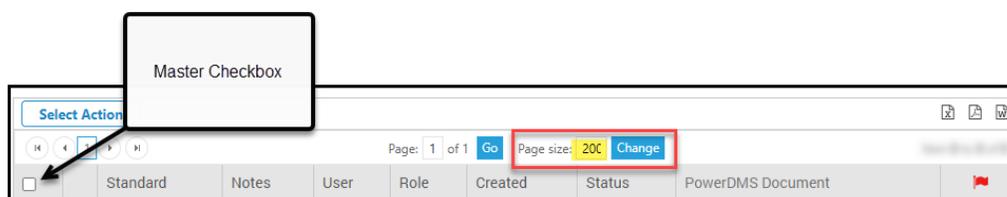
PowerDMS gives you the ability to copy attachments quickly and easily from an archived assessment to a new assessment **using the same standards manual**. If you update your assessment to the latest version of the manual before following these steps or open a new assessment from the latest version of the manual, you will NOT be able to copy your attachments from the archived assessment. This results in the need to re-document your standards in the new assessment.

To copy attachments in bulk from the archived assessment, follow these steps:

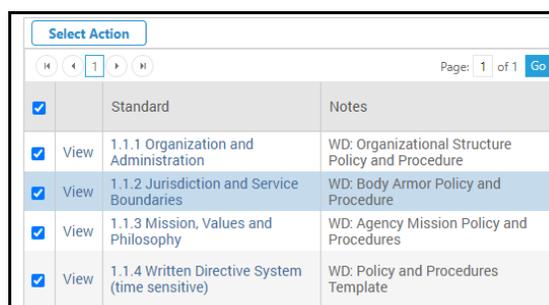
- a. In the **Archived** assessment, navigate to the root of the manual.
- b. Click the Attachments tab
- c. Use the filters to locate the attachments you want to copy. In the example below, I am copying all attachments labeled as written directives (WD). To do this, I will use the **NOTES** field and type my keyword “WD”, then click “Filter”.



- d. Change the page size to 200 and check the master checkbox in the shaded area of the table. This will check all the boxes *on the current page* of the table automatically.



- e. Select the *Select Action* button.



- f. Select *Copy Selected Attachments* from the drop-down menu.



- g. From the pop-up box, select the new assessment from the *Copy to Assessment* drop-down menu.
- h. Select your role from the *Copy to Role* drop-down menu.
- i. Click the *Copy* button.

NOTE: You will need to repeat steps “e” through “i” for each page of attachments on your table. You **MUST** be assigned to the same role in both the old and new assessments (i.e., Accreditation Manager role).

These steps apply to bulk copying filtered attachments. You may easily copy other attachments (i.e., simple notes) to the new assessment by following the same steps above but filtering for “Simple Note” attachment types and any keywords in the **NOTES** field.

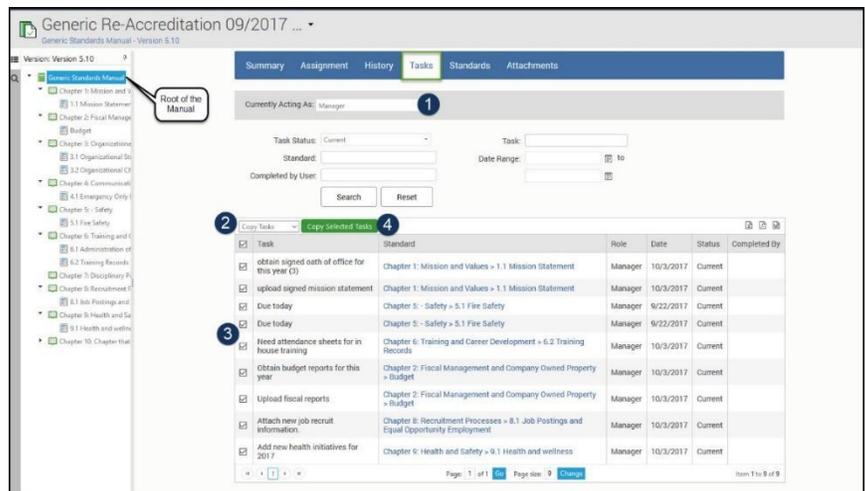
There are a few things worth mentioning:

1. The attachments will map over to the appropriate standards in the new assessment IF those standards still exist in the IACLEA, Second Edition.
2. Highlighting, labeling, and mapping copies over from the archived assessment so long as you made sure to anchor your attachments to the standard statement.

STEP 6 (Optional): Copy Tasks to the New Assessment

If you created tasks in your archived assessment, you may copy these tasks to the new assessment.

- a. Navigate back to the archived assessment following the process in STEP 4 above.
- b. From the root of the manual, click on the Tasks tab.
- c. From the *Currently Acting As* drop-down menu, select the **ROLE** of tasks you want to copy.
- d. From the *Select Action* drop-down menu, select *Copy Tasks*
- e. Click the master checkbox or select individual tasks separately
- f. Click *Copy Selected Tasks*



- g. Select the new assessment from the drop-down list
- h. Click *Next*
- i. Click *Next* again
- j. Click *Copy Tasks*

Important: Tasks are assigned by Role. If you'd like to copy tasks for different roles (e.g., Accreditation Team), you must be assigned to both assessments (previous and new) in that Role.

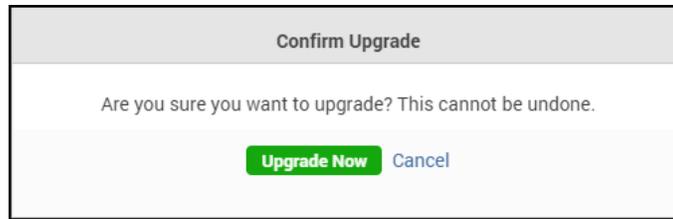
STEP 7: Upgrade the Open IACLEA, First Edition assessment to the new version of the standards manual.

You are now ready to upgrade your assessment to IACLEA, Second Edition.

- a. Navigate back to your open assessment
- b. Check to ensure your attachments and tasks copied from the old assessment.
- c. Click the *New Version Available* button in the upper right corner of the assessment. This begins the upgrade process. NOTE: You cannot undo this action once you begin the process.



- d. Select *IACLEA, Second Edition* from the table
- e. Click *Upgrade*
- f. You will get a series of steps to review starting with a list of affected standards and the option to view a side-by-side comparison of the IACLEA, First Edition with IACLEA, Second Edition. Scroll to the bottom of the page and click *NEXT*.
- g. The next step asks you to create review tasks or remove all proofs. You should keep these default settings and simply select *NEXT*.
- h. The last step is a review. Simply scroll to the bottom of the page and select the *Finish & Upgrade* button. Then click *Upgrade Now*.



Opening a New Assessment in IACLEA, Second Edition for a New Accreditation Cycle.

All new assessments for agencies seeking accreditation through the International Association of Campus Law Enforcement Administrators, will be opened using the latest version of the manual (IACLEA, Second Edition) To open a new assessment, follow the instructions in the article, [Creating Assessments](#).